

CITY ATTORNEY

MISSION STATEMENT

It is the mission of the Burbank City Attorney's Office to provide prompt and thorough legal advice to the City Council, City officers and employees; to defend and pursue any and all litigation filed against or by the City of Burbank, Burbank Redevelopment Agency, Burbank Housing Authority, and City officers or employees acting within the course and scope of their official duties; and, to fairly and ethically prosecute all misdemeanors and infractions which are committed within the City limits on behalf of the People of the State of California.

DESCRIPTION

The City Attorney's Office is comprised of three divisions: Departmental Services and Administration; Litigation; and Prosecution. The office employs the City Attorney; ten support attorneys; one paralegal; one administrator; and six support staff members.

Appointed by the Council, the City Attorney serves as general counsel to the City Council, Burbank Redevelopment Agency, Housing Authority, Parking Authority and Youth Endowment Services (YES) Fund Board and is required to attend all meetings. The professional staff of the City Attorney's Office are well-versed in the specialized area of municipal law and related legal areas and provide the depth and breadth of experience and expertise necessary to provide a full range of legal services to the City, its officers and employees.

The Departmental Services staff provide legal support for all transactional matters, including agreements, preparation of resolutions and ordinances, legal opinions, assistance and legal representation to the City Council, Burbank Redevelopment Agency, Burbank Housing Authority all city departments and many boards and committees. The Prosecution Division prosecutes misdemeanor violations of State and local laws, and initiates criminal and Civil Code compliance actions. The Litigation Division of the City Attorney's Office represents the City, its officers and employees in legal actions brought by and against the City and its various related bodies. The City Attorney's Office continually strives to provide excellent and complete legal representation within the City's budgetary parameters.

Performance Measures have been provided to the City Council under separate cover.

OBJECTIVES

- Provide the highest quality legal support and response to questions and issues that arise at weekly City Council meetings.
- Be proactively involved with other City departments on a daily basis in providing ongoing legal advice and counsel on a multitude of projects and subjects, and by attending meetings, hearings and participating in conference calls.
- Promote an "open door policy" throughout the City Attorney's Office by encouraging departments to communicate directly to an individual attorney with whom they regularly interact.
- Be active participants in the City Manager's "Team Approach" to problem solving and project management, which involves extensive collaboration, early issue detection and input from other departments.
- Respond aggressively to all litigation and to provide semi-annual status reports to the City Council on all pending litigation.
- Encourage staff to attend conferences and training to further enhance their expertise in specific areas of law.
- Prepare and review all routine resolutions, ordinances and agreements in a timely manner.
- Review and update Burbank Municipal Code modifications and changes.
- Continue a high success rate in the prosecution of misdemeanor cases.
- Facilitate the collection of all court ordered restitution for independent victims, as well as for City property and services.
- React immediately to volatile or emergent situations.

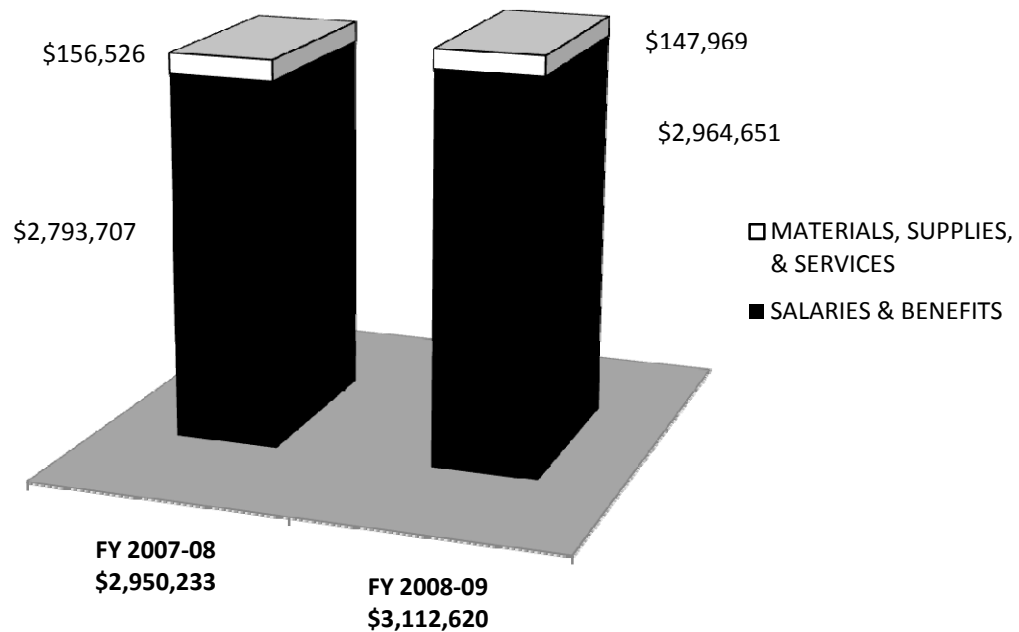
CHANGES FROM PRIOR YEAR

There are no discretionary changes to the City Attorney's Office budget this year.

DEPARTMENT SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	19.000	19.000	19.000	
Salaries & Benefits	\$ 2,719,150	\$ 2,793,707	\$ 2,964,651	\$ 170,944
Materials, Supplies, Services	218,111	156,526	147,969	(8,557)
TOTAL	\$ 2,937,261	\$ 2,950,233	\$ 3,112,620	\$ 162,387

CITY ATTORNEY *Department Summary*



Departmental Services and Administration Division

001CA01A

The overall goal of this division is to carry out the policies and directives established by the City Council. This Division provides legal opinions, prepares or reviews all resolutions and ordinances, drafts, negotiates, reviews and approves all contracts involving very complex transactions such as: Disposition and Development Agreements (DDA's), real property leases, sales and acquisitions, cable and telecommunications agreements, software purchasing and licensing agreements, golf course operations agreements, public works construction, and electrical services agreements. It reviews bond documents and coordinates with bond counsel, advises Boards, Commissions and City staff on Redevelopment and Housing matters, land use, personnel, contracts and leases. This division also handles all administrative functions of the City Attorney's Office, including personnel administration, and budget coordination. Many of the attorneys provide ongoing in-service training to various departments.

BUDGET HIGHLIGHTS

The Departmental Services and Administrative division training budget was increased by \$2,500 last fiscal year. The additional training helps maintain the excellent and complete legal services the City Attorney's Office strives for.

DIVISION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	10.300	10.300	10.700	0.400
Salaries & Benefits	\$ 1,454,845	\$ 1,625,800	\$ 1,793,968	\$ 168,168
Materials, Supplies, Services	194,750	137,765	128,490	(9,275)
TOTAL	<u>\$ 1,649,595</u>	<u>\$ 1,763,565</u>	<u>\$ 1,922,458</u>	<u>\$ 158,893</u>

Litigation Division

001CA02A

This division is responsible for representing the City, the Redevelopment Agency, and all City employees in litigation filed by and against the City and/or the Redevelopment Agency. These cases typically include multi-plaintiff and defendant federal civil rights suits, multi-plaintiff and multi-defendant employment discriminations suits, sidewalk trip and fall and other dangerous condition-type cases, auto accidents, construction dispute cases, and specialized litigation dealing with prominent public issues. We have also been involved in a number of cases relative to the purchase and sale of electricity and natural gas, including anti-trust litigation and several class action suits pertaining to environmental issues. This division also interacts proactively with various City departments to implement practices and policies which may prevent future or increased liability. The attorneys also provide ongoing training as part of this proactive approach to litigation prevention.

BUDGET HIGHLIGHTS

Staff continues to save budgeted monies on training for multiple departments by providing in-house service training.

DIVISION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	4.950	4.950	4.950	
Salaries & Benefits	\$ 687,540	\$ 740,233	\$ 784,204	\$ 43,971
Materials, Supplies, Services	16,409	10,321	10,928	607
TOTAL	<u>\$ 703,949</u>	<u>\$ 750,554</u>	<u>\$ 795,132</u>	<u>\$ 44,578</u>

Prosecution Division

001CA03A

This Division prosecutes City ordinance violations, as well as misdemeanor violations under State law, including Penal, Vehicle, Health & Safety, and Burbank Municipal Codes. The Prosecution Division is also responsible for processing court-ordered restitution collected for victims. Staff assigned to this Division routinely train and coordinate with both the Burbank Police Department and the Burbank Superior Court which greatly enhances the filing and prosecution of criminal cases.

BUDGET HIGHLIGHTS

The Prosecution Division is the only division producing revenue for the City Attorney's Office by collecting the Restitution Administrative Fee. This fee is paid by criminal defendants to the City, essentially offsetting some of our costs of collecting restitution.

DIVISION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	3.750	3.750	3.350	(0.400)
Salaries & Benefits	\$ 576,765	\$ 427,674	\$ 386,479	\$ (41,195)
Materials, Supplies, Services	6,952	8,440	8,551	111
TOTAL	<u>\$ 583,717</u>	<u>\$ 436,114</u>	<u>\$ 395,030</u>	<u>\$ (41,084)</u>

Departmental Services and Administration Division

001CA01A

	EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
STAFF YEARS	10.300	10.300	10.700	0.400
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 1,106,502	\$ 1,238,085	\$ 1,340,349	\$ 102,264
60006 Overtime	939			
60012 Fringe Benefits	342,916	383,227	449,131	65,904
60022 Car Allowance	4,488	4,488	4,488	
	1,454,845	1,625,800	1,793,968	168,168
MATERIALS, SUPPLIES, SERVICES				
DISCRETIONARY				
62055	\$ 32,951			
62170 Private Contractual Services	4,007	6,000	6,000	
62170.1002 Telecom & Cable Negotiations	2,239			
62300 Special Departmental Supplies	2,489	109	109	
62310 Office Supplies	8,263	7,187	7,187	
62425 Library Resource Materials	53,258	33,047	33,047	
62440 Office Equip Maint & Repair	361	370	370	
62455 Equipment Rentals	6,149	5,720	4,120	(1,600)
62700 Memberships & Dues	7,047	6,855	6,855	
62710 Travel	1,775	2,000	2,000	
62755 Training	14,964	10,500	11,200	
62755.1001 Training - Diversity		10,000		(10,000)
62895 Miscellaneous	2,529	1,480	1,980	500
NON-DISCRETIONARY				
62220 Insurance	25,656	25,656	25,656	
62241.1000 Print Shop	179			
62485 F535 Comm Equip Rental	12,616	13,853	13,927	74
62496 F537 Computer Equip Rental	20,267	14,988	16,039	1,051
	194,750	137,765	128,490	(9,975)
PROGRAM TOTAL	\$ 1,649,595	\$ 1,763,565	\$ 1,922,458	\$ 158,893

Litigation Division

001CA02A

		EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
STAFF YEARS		4.950	4.950	4.950	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 525,850	\$ 566,605	\$ 588,531	\$ 21,926
60006	Overtime	1,123			
60012	Fringe Benefits	160,567	173,628	195,673	22,045
		687,540	740,233	784,204	43,971
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62055	Outside Legal Services	\$ 7,959			
62140	Special Services	2,639	2,755	2,855	100
62310	Office Supplies	137			
NON-DISCRETIONARY					
62496	F537 Computer Equip Rental	5,674	7,566	8,073	507
		16,409	10,321	10,928	607
PROGRAM TOTAL		\$ 703,949	\$ 750,554	\$ 795,132	\$ 44,578

Prosecution Division

001CA03A

		EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
STAFF YEARS		3.750	3.750	3.350	(0.400)
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 424,367	\$ 316,866	\$ 279,422	\$ (37,444)
60006	Overtime	7,324			
60012	Fringe Benefits	145,074	110,808	107,057	(3,751)
		576,765	427,674	386,479	(41,195)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62060	Prosecution Assistance	\$ 199	\$ 200	\$ 500	\$ 300
62140	Special Services	2,715	2,721	2,721	
62310	Office Supplies	23			
NON-DISCRETIONARY					
62496	F537 Computer Equip Rental	4,015	5,519	5,330	(189)
		6,952	8,440	8,551	111
PROGRAM TOTAL		\$ 583,717	\$ 436,114	\$ 395,030	\$ (41,084)

CITY ATTORNEY
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2006-07	STAFF YEARS 2007-08	STAFF YEARS 2008-09	CHANGE FROM PRIOR YEAR
CITY ATTORNEY	1.000	1.000	1.000	
CHIEF ASST CITY ATTY	1.000	1.000	1.000	
SR ASST CITY ATTY	6.000	6.000	7.000	1.000
ASST CITY ATTORNEY	2.000	2.000	1.000	-1.000
DEPUTY CITY ATTORNEY	1.000	1.000	1.000	
LITIGATION PARALEGAL	1.000	1.000	1.000	
ADM LEGAL SECRETARY	1.000	1.000	1.000	
LEGAL SECRETARY	5.000	5.000	5.000	
LEGAL SECTRL CLERK	1.000	1.000	1.000	
 TOTAL FULL TIME	 19.000	 19.000	 19.000	
 TOTAL STAFF YEARS	 19.000	 19.000	 19.000	